

# **CALIFORNIA HOLISTIC INSTITUTE**



CALIFORNIA HOLISTIC INSTITUTE

**January 1 – December 31  
2014 CATALOG**

**11555 LOS OSOS VALLEY RD.  
Office - #207 / Classroom - #108  
SAN LUIS OBISPO, CA 93405  
(805) 786-4808**

**[www.chieducation.com](http://www.chieducation.com)**

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## EXECUTIVE OFFICE & SCHOOL LOCATION

11555 Los Osos Valley Rd.  
Office - #207 / Classroom - #108  
San Luis Obispo, CA 93405  
(805) 786-4808

[www.chieducation.com](http://www.chieducation.com)

## MANAGEMENT AND INSTRUCTORS

Director  
Administrator  
Instructors

Marian Martinho  
Debbi Corradini  
Marian Martinho  
Joanne Mapalo  
Sue Torrey  
Tyann Linden

California Holistic Institute is a private institute that is approved to operate by the Bureau for Private Postsecondary Education.

California Holistic Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years nor has it had a petition in bankruptcy filed against it within the preceding five years

## Approval Disclosure Statement

California Holistic Institute is a private institution approved to operate by the California Bureau for Private Postsecondary Education. This approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 and Division 7.5 of the Title 5 of the California Code of Regulations.

California Holistic Institute is not accredited by an accrediting agency recognized by the United States Department of Education. CHI participates in federal and state financial aid programs through California Department of Vocational Rehabilitation.

The following courses will be available:

Massage Practitioner	--	200 hours
Massage Therapist	--	500 hours

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Also, prospects are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Marian Martinho, Director

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

All information in the contents of this catalog is current and correct and is so certified as true by California Holistic Institute.

Marian K. Martinho, Director

## **California Holistic Institute's Mission**

“CHI” is a holistic center where training, growth and new careers begin. We are dedicated to providing the highest quality of education to individuals in the diverse area of massage and bodywork. Our instructional methods are professional, holistic and practical to your future practice. Our professional staff and faculty are very passionate about sharing their knowledge and offer a supportive environment for growth and self expression. Our school provides a bridge between students and the community that educates, serves and promotes the benefits of therapeutic massage.

We offer two state approved programs: 200-hour Massage Practitioner and 500- hour Massage Therapist. The Massage Practitioner Program consists of 180 classroom hours and 20 internship hours. Course hours include lectures, hands-on and demonstrations, individual evaluation, basic anatomy and physiology specific to bodywork, business ethics/management, communication, and documentation skills.

The Massage Therapist (500-hour) Program covers an in depth study of anatomy, kinesiology, physiology, and pathology for body workers. Also, an additional 173 hours in myriad of massage and bodywork modalities. After completing the 500 - hour program, the massage therapist would be eligible to take the National Certification Examination.

### **Mission Statement & Objectives for 200 Hour Practitioner Program:**

California Holistic Institute is dedicated to providing the highest quality of education to students in areas of somatic practices. Our objective is to assist students to develop a strong foundation in massage therapy and to provide instruction which will enable the student to alleviate physical discomforts and increase mental and physical relaxation allowing for a greater sense of well being to the client. The student will have the basic knowledge of anatomy, physiology, pathology, business/ethics, and will be able to integrate this knowledge into practical use. This program is designed for adults 18 years and older with a desire to provide services in the healing arts. Upon completion of this course the graduate may work as an independent contractor, sole proprietor, or an employee. Massage Practitioners are found in a myriad of places, including healthcare facilities, health clubs, day spas, hotels, cruise ships, chiropractic and medical clinics, to name a few.

### **Mission Statement & Objectives for 500 Hour Therapist Program:**

The California Holistic Institute's mission for the Massage Therapist program is to provide graduates who have all ready completed a minimum of 200 hours of education in the healing arts with advanced somatic studies. CHI provides advanced education in the sciences such as anatomy, physiology, pathology, and in business and ethics, which is designed to build on the foundation from the Practitioner program. In addition, we offer an array of bodywork classes in both Western and Eastern studies, also students may choose elective courses of interest. This program is designed to meet the individual interest of our students in the somatic studies, allowing students to choose their classes. Upon graduation from this program, students will have a strong foundation in the healing arts which can lead to work in a variety of settings such as, chiropractic and physical therapy offices, hospitals, health clubs, and their own practice, to name a few.

## **Physical Facilities**

California Holistic Institute is located at 11555 Los Osos Valley Road, Suite 207 (office) and Suite 108 (classroom), San Luis Obispo, CA 93405. The school is 1 mile off Hwy 101 interchange at Los Osos Valley Road exit heading west. There is plenty of parking available in the back of the complex for your convenience. The interior of the school has been designed to reflect a professional atmosphere conducive to learning. The facility provides a large classroom, massage tables, projectors, charts, and skeletons for classroom instruction. The office building has several bathrooms equipped for the handicapped, an administrative office and a lending library with books relating to the bodywork profession. The facility is large enough to maintain 16-18 students at anytime. All class sessions are held at 11555 Los Osos Valley Road, San Luis Obispo, CA 93405.

## **200 - Hour Practitioner Course**

Our 200 Hour Practitioner Program is where everyone begins their training in massage here at CHI. Students begin learning Swedish Massage Therapy which is fundamental to learning a variety of other therapeutic modalities. We begin with the essential methods of healing: gentle movement, massage, deep breathing and deep relaxation for benefit to self and others. Students are guided through a succession of body mechanics that deepen their capacity to transfer force, flow energy and hold presence. Once established in a state of presence, students engage in the giving and receiving of massage techniques: using gentle, fluid pushing strokes, and warming, squeezing strokes. Students learn to flow progressively through each area of the body, penetrating the tissues and inducing states of deep relaxation. Building on the relaxation techniques, students learn to warm, stretch and knead tissues with effective use of pressure to assist nutrient absorption, removal of metabolic wastes, and tissue mobilization. Concurrent with their developing massage skills, students are guided through an applied understanding of the body systems emphasizing the nervous, circulatory, lymphatic, digestive, respiratory and musculoskeletal systems. Students learn how to modulate Swedish techniques based on body type, presenting patterns and contraindications. As students gain proficiency with their massage skills and potency with their touch, they can effectively address a range of pain and tension profiles in preparation for their internship time at the school. After evaluation, students satisfy their internship requirement working with the general public within our clinic setting. This internship time provides valuable experience to the student and preparation for their future practice or employment. The second half of the program, students are introduced to a variety of modalities such as Deep Tissue massage, Trigger Point therapy, Myofascial massage, acupressure, energy work, and side-lying work. Students are then allowed time to integrate these therapies into their foundation work of Swedish Massage.

## **200 Hour Course Outline**

Three Massage Practitioner courses are offered each year during the day and evening consisting of 200 clock-hours broken down as follows:

**Hours**

Supervised Practical Experience.....	90
Anatomy and Physiology.....	50
Health, Hygiene & Contraindications (Internship) .....	28
Business Administration, Law and Ethics.....	8
Deep Tissue Massage.....	8
Energy Work Intro. ....	4
Reflexology .....	4
Acupressure Intro. ....	4
Various Forms of Bodywork .....	4
 Total clock hours.....	<hr/> 200

**Fees**

Registration Fee (Non-Refundable) .....	\$ 200.00
Tuition .....	1,500.00
Textbooks (approximately) .....	100.00
Materials Fee .....	70.00
Student Tuition Recovery Fund (non-refundable) .....	* 1.00
 Total Cost	<hr/> \$ 1,871.00

If a student is requesting individual tutoring the cost is \$30.00 per hour  
 Payment plans are available  
 Credit card payments are accepted (VISA and MasterCard only)

\*See page 14 & 15 in this catalog for more information on the Student Tuition Recovery Fund

**Schedule for 200 Hour Massage Practitioner Course:**

**Office Hours:** 10:00a.m – 5:00p.m, Monday through Thursday. Office staff is available for class and massage clinic scheduling. Please call if you have questions, messages are checked frequently if we miss your call.

**Interview Hours:** By appointment only. Please call to schedule your time for an interview and tour of the school.

**Instructional Hours:** 2014 Schedule: All class sessions are held at 11555 Los Osos Valley Rd, San Luis Obispo, CA 93405

Day	Evening
Jan 13 – Apr 1	Jan 7– Apr 10
May 12–Jul 29	May 6– Aug 7
Sep 8–Nov25	Sep 2– Dec 11

**The school is closed on legal holidays. Each session has variations in schedule depending on holidays and other factors.**

## **500 Hour Massage Therapist Course**

Students may enter this program at any time of the year, after completing CHI's 200 - Hour Massage Practitioner Program. Or, graduates of another 200 - hour state approved school are eligible to apply to this program. Or, massage professionals can take individual classes for personal and professional enhancement. Our Massage Therapist program offers advanced bodywork training, preparing graduates to address a broad spectrum of musculoskeletal, visceral and nervous system imbalances. The Massage Therapist Program prepares graduates for employment in a health facilities, high-end spa industry as well as private practice. Our 500 hour program satisfies the state's requirements for certification as a Massage Therapist and our core class requirements are in excess of the State's 500 hr requirement to obtain that title per CAMTC. Our 500 hour requirement also satisfies the local business licensing requirements in our county and most municipalities in California and the US. Our 500 program is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), allowing graduates to sit for the NCBTMB exam. As of January 1<sup>st</sup> 2015, California State Certification may increase to a 500 minimum hour requirement for all incoming therapists.

The Massage Therapist Program builds on the Massage Practitioner Program. Students choose from a variety of bodywork disciplines (Western, Eastern and Electives classes). Students attending classes twice weekly and on some weekends may complete in a ten - twelve month time frame, but have up to 24 months to complete. Students may enroll in any of the advanced bodywork classes on an "a la carte" basis. Completion of the program requires passing grade on written exams and bodywork classes

### **Requirements for Entry to this Course:**

<b>1) 200 Hour Practitioner Course</b>	<b>200 Hours</b>
<b>2) Massage Therapist Course Hours</b>	<b>300 Hours</b>
<b><u>Required Courses that Total 300 hours:</u></b>	
<b>* Bodywork Courses - Western style</b>	<b>85 Hours</b>
<b>* Bodywork Courses - Eastern style</b>	<b>56 Hours</b>
<b>* Anatomy &amp; Kinesiology</b>	<b>60 Hours</b>
<b>* Pathology &amp; Physiology</b>	<b>47 Hours</b>
<b>* Business Skills (14 hrs) &amp; Ethics (6 hrs)</b>	<b>20 Hours</b>
<b>* Electives</b>	<b>32 Hours</b>

**Students may choose their bodywork hours under the following three areas:**

**1) Western Styles total of 85 hours from the following list:**

* Deep Tissue Massage	24 Hours
* Trigger Point (Treating the lower back/pelvis)	16 Hours
* Trigger Point (Treating the cervical/TMJ)	16 Hours
* Trigger Point (Treating the shoulder/upper torso)	16 Hours
* Stretch and Release Therapy	16 Hours
* Chair Massage	8 Hours
* Reflexology	24 Hours
* Injury Management for the Neck	4 Hours
* Injury Management for the Back/Hip	4 Hours
* Hawaiian Lomi Lomi	16 Hours
* Advanced Lomi Lomi	16 Hours
* Pregnancy Massage	20 Hours
* Sports Massage	20 Hours

**2) Eastern Styles total of 56 hours from the following list:**

* Intro to Ayurveda	8 Hours
* Shiatsu (Integrated)	24 Hours
* Jin Shin Acupressure	24 Hours
* Thai Massage	16 Hours
* Touch for Health – Level 1	16 Hours
* Zen Touch Shiatsu	16 Hours

**3) Electives total of 32 hours from the following list:**

* Introduction to Aromatherapy/Herb	8 Hours
* Myofascial Massage	16 Hours
* Reiki (Level I & Level II) (8 Hours each)	16 Hours
* Intro. To Cranio-Sacral	16 Hours
* Tools for Longevity	8 Hours
* Tuning In – “Beyond Form & Structure”	8 Hours

**4) Business Skills & Ethics 20 Hours**

**5) Anatomy / Kinesiology 60 Hours**

**6) Physiology / Pathology 47 Hours**

**\*Students must complete this program within a 24 month period from the date of enrollment. Successful graduates will receive a 500 Hour certificate of completion.**

**See Class Descriptions below:**

**Anatomy and Kinesiology –Upper Extremities (32 Hours)**

This hand-on class offers an opportunity to explore more extensively the anatomy and physiology of the musculoskeletal system. Using the text “Trail Guide to the Body” we will become much more familiar with the skeletal structures and the muscles of the body in a way which helps us to understand how those structures normally move and interact so that we may bring that increased understanding to our practice.

We will be introduced to the principles of biomechanics (the study of mechanical principles and actions applied to living bodies) and kinesiology (the study which blends the knowledge of anatomy, physiology, physics and geometry and relates them to human movement).

Areas covered in Anatomy and Kinesiology Upper Extremity will include the pectoral girdle, the neck and spine, the bony thorax and the arms and hands.

### **Anatomy and Kinesiology –Lower Extremities (28 Hours)**

Same information as above Anatomy and Kinesiology class, except this class covers the following structures of the body: the abdominal area, the pelvic girdle and the legs and feet.

### **Introduction to Ayurveda (8 Hours)**

With the phenomenal number of people now doing some sort of yoga we are seeing an amazing increase in interest in yoga's sister science, Ayurveda. So much so, Ayurveda has been named as one of the top spa trends for 2010.

Ayurveda is thought to be the most ancient complete form of medicine on the planet being at least 2500 years old. Still today it is practiced by 300,000 physicians who form the largest medical organization in the world. Though generally less well known in the west Ayurvedic treatments and those inspired by this ancient Indian science are fast becoming a main stream. This class is designed to give students a practical grasp of the basic concepts behind Ayurvedic wisdom. Learn how to identify Ayurvedic body/mind types by using a variety of questionnaires, touch, observation and discussion. Then use this information to customize any massage or spa treatment in terms of:

- Treatment selection
- Type of touch
- Type of oil/lotion
- Selection of aromas
- Type of music
- Color type of sheets or covers
- Kinds of teas and snacks to serve

### **Chair Massage (8 Hours)**

Learn a 15 and 20 minute routine that helps clients feel refreshed, relaxed and rejuvenated to return to work or their busy lives. You will learn massage techniques that relieves stress and tight muscles in the neck and back of the body. It reduces the potential for repetitive motion injuries in the arms and hands. Chair massage is one of the fastest growing areas of bodywork nationwide, especially since it is more affordable for people and takes less time than a table massage. And with increased awareness of the need for stress management in the workplace, and the need to decrease repetitive motion injuries, it promises to grow even more.

Chair massage is also an excellent marketing tool to help grow your table massage business. It allows you to meet new potential customers and an opportunity to build rapport with clients. During this 8 hour class, emphasis is placed on marketing the modality, as well as proper body mechanics while performing chair massage routines. The students will learn a 10, 15, and 20 minute routines and a manual will be given to support the material learned in class.

### **Introduction to Craniosacral Therapy (16 Hours)**

Craniosacral Therapy is a gentle hands-on method of evaluating and enhancing the functioning of the physiological body system called the cranial system. Comprised of the membranes and cerebrospinal fluid that surround and protect the brain and spinal cord. This system affects everything in our bodies from the physical to mental and emotional health.

Craniosacral Therapy seeks to find the deeper reasons for imbalance. Improper patterns root themselves in the subconscious. Wounds are brought up to process and release so the body does not have to hold or assimilate them anymore.

### **Deep Tissue Massage (24 Hours)**

Deep Tissue Massage is a type of massage aimed at the deeper tissue structures of the muscles and fascia, also called connective tissue. Deep Tissue Massage uses many of the same techniques as Swedish Massage, but the focus is very specific to muscle, tendon and fascia structures that need to be released due to acute or chronic holding patterns. In this class you will learn techniques to treat the following conditions: Low Back Pain, Whiplash, Sciatic Pain, Thoracic Outlet Syndrome, Headaches, Psoas tightness, Leg Length Imbalances, etc. There will also be instruction in PNF stretching, passive stretches, and the use of proper body mechanics.

### **Hawaiian Lomi Lomi (16 Hours)**

Lomi Lomi, a form of ancient Hawaiian Bodywork was originally done in sacred temples as a rite of passage. This transformational massage was performed by a “kahuna” (master teacher or medicine man) for many hours, or even days, until the receiver felt cleared and aligned on all levels – physically, mentally, emotionally, and spiritually.

The Lomi Lomi we will be learning in this workshop is a type of massage that encompasses breath and dance.

The movement is an active meditation for the practitioner, opening up and freeing holding patterns within his/her body.

Training in this bodywork style can bring about balance, fluidity, and coordination. It teaches us to work from a place of presence. You will learn to use your breath with the movement and bodywork. When both giver and receiver are focused in the movement in a heartfelt way, as well as being attuned in their breath, this experience can accelerate change and create expansion on all levels.

### **Advanced Lomi Lomi (16 Hours)**

This class will review everything from the beginning class and add in new strokes and stretches that are fun and effective. Because you will have completed the first course, we can focus on detail and correction of previously learned strokes. But the fun part will be now learning the new strokes and stretches.

### **Jin Shin Acupressure (24 Hours)**

"Jin Shin Do" means "The Way of the Compassionate Spirit." Jin Shin Do® Bodymind Acupressure® classes teach the use of gentle yet deep finger pressure on specific acu-points and verbal Body Focusing techniques, to help release "armoring" or chronic tension and balance the "Qi" or energy. This clothes-on method helps relieve stress- and trauma- related problems. A unique synthesis of a traditional Japanese acupressure technique, classic Chinese acupuncture and acupressure theory, Taoist philosophy, Qigong (breathing and exercise techniques), Reichian segmental theory and principles of Ericksonian psychotherapy, it is recognized as a major form of Asian Bodywork Therapy (by NCCAOM & AOBTA among others).

Originated by psychotherapist Iona Marsaa Teegarden, JSD promotes a pleasant trancelike state, in which one can relax and move out of the head and into the body, accessing feelings and inner wisdom. This class is an introduction into this system of acupressure.

### **Introduction to Lymph Drainage Massage (16 Hours)**

Lymph Drainage Massage is a gentle and rhythmic technique. Through repetitive and precise strokes, this method can enhance lymph flow and remove fluid stagnation, while providing a deeply soothing relaxation. By activating lymph function, and indirectly stimulating circulation, this treatment strengthens the immune system, and relaxes the nervous system. In Europe, LDM is often used as part of a complete natural healing program to support the body's innate ability to heal itself. Conditions treated with Lymph Drainage Massage include chronic fatigue syndrome, fibromyalgia, lymphatic congestion, weak immune system, poor skin texture, cellulite, and others. In this introductory class, students will learn the structure and function of the lymph system, basic treatment technique, indications, contraindications, and a one-hour LDM initial session.

### **Physiology & Pathology for Bodyworkers (47 Hours)**

This class will begin with an overview of the body as a whole and an understanding of the mechanisms of health and balance. We will gain some understanding of the concepts of metabolism, homeostasis, and biorhythms.

We will then review the anatomy, physiology and pathologies of the following systems: musculoskeletal, nervous, endocrine, integumentary, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive.

We will be learning these systems with particular attention to how they are impacted by massage and bodywork, and how they function to maintain health and balance.

## **Pregnancy and Infant Massage Course (20 Hours)**

Prenatal massage can help alleviate some of the stresses and discomforts that women experience during pregnancy. This class is designed to show students how to meet the special needs of pregnant clients. There are pregnancy related conditions that require caution or are a contraindication for massage. These cautions as well as the many benefits of prenatal massage will be discussed. You will learn proper positioning for the comfort of the client as her body changes throughout pregnancy. What is occurring in a woman's body during each trimester of pregnancy and the baby's development during these times will be covered with a session dedicated to each trimester. Students will then learn and apply bodywork specific to each of the trimesters and labor. The final class session will focus on infant massage.

## **Reflexology (24 Hours)**

In this course we will cover the feet, hands and ears. You will learn locations of the reflex points and the techniques used for applying reflexology. This incredible healing art produces relaxation throughout the body as we work the corresponding reflex points. Benefits include stress reduction, increased circulation, and detoxifying. \*Please bring a foot spa, towel, fitted sheet, lotion, pillow and/or blanket.

## **Reiki - Level 1 (8 Hours)**

WHAT IS REIKI? Reiki is a vibrational healing practice that promotes systemic balance. It is light touch that can be given to a clothed recipient as a treatment on its own or integrated into a massage or other treatment. It is also a self-care practice.

### **WHAT ARE THE COMMONLY REPORTED BENEFITS?**

anxiety, reduced depression, improved sleep, improved digestion and a greater self- Clients most frequently report positive changes in relaxation, pain management, reduced awareness. (Those practicing self-care also report these benefits.

### **WHAT WILL I LEARN IN REIKI CLASS?**

- Introduction and discussion about what Reiki is.
- History of Reiki.
- Attunements: Opening up to the Reiki energy. Each student receives his or her attunement from the instructor.
- Hands on experience. You will have the opportunity to both give and receive a treatment.
- Sharing and questions will be encouraged throughout the class.
- You will receive a certificate as a First Degree Reiki Practitioner.

## **Shiatsu – Integrated (24 Hours)**

Integrated Shiatsu - Shiatsu translates as "finger pressure". It is a traditional Japanese style of bodywork. This course will introduce students to 14 meridians, or energy (chi) pathways in the body. Students will learn alarm points (Mu and Shu) for each meridian and a full Shiatsu sequence designed for a 1 hour session. Points for common ailments and specific Shiatsu techniques are included in the routine. Integrating these techniques and points into a Swedish Massage will be the final aspect of the class.

## **Sports Massage (20 Hours)**

Sports Massage techniques are used with clients ranging from serious athletes to the moderately active for injury prevention, performance enhancement, and faster recovery. This course will cover the main applications of sports massage (pre-event massage, post-event massage, maintenance, and rehabilitative), assessment of clients (verbal, visual & palpation), range-of-motion, and P.N.F. stretches. We will review common sport injuries, and discussion on the psychology of working with athletes. You will learn how to use these tools effectively to benefit clients of all activity levels.

Techniques reviewed: Applications of various techniques from Western Massage (i.e. tapotement, vibration, petrissage, etc.), Trigger Point Therapy, Myofascial Massage, Hydrotherapy (heat & cold), PNF and stretching.

## **Stretch & Release Therapy (16 Hours)**

You are invited to spend two full days learning a very simple yet powerfully effective tool to get the maximum results with your client's. Stretch & Release Therapy ("SRT") will change your view of injury and healing rates, the way you work, and your results forever!

The techniques you will learn work quickly to affect all soft tissue dysfunction. The training is hands-on and you will learn to adapt the concepts and principles to your current practice, and will maximize your effectiveness.

"SRT" works on an array of chronic conditions, such as back and neck pain, carpal tunnel syndrome, whiplash injuries, thoracic outlet syndrome, sciatic, etc... to name a few. It also is very beneficial for athletes and prevention of injuries.

## **Thai Massage (16 Hours)**

Thai massage is an ancient form of body work that incorporates yoga, acupuncture, meditation and breath work.

Its main focus is on the thousands of energy lines, called nadis that flow throughout the body. It is believed that illness and disease can occur due to energy blocks in this important energy system.

This 2,500 year old practice is designed to unblock stagnant energy through a series of stretches, joint manipulation, acupressure, and conscious breathing; leaving the client feeling relaxed and energized

This Level I class will introduce you to basic techniques so that you will be equipped to facilitate a one hour Thai massage session with confidence and ease.

What to bring: Camping pad or a couple of thick blankets and loose comfortable clothing (we will be working on the floor).

### **Tools for Longevity (8 Hours)**

This class is designed to give you tools for being physically, mentally, emotionally and spiritually in balance in your massage practice. It is important to stay healthy in all of these aspects if we are going to not only be successful but joyful in our work. The client can tell the difference!

We will spend the day:

1. Discussing intention and quality of touch.
2. How to set boundaries.
3. Being present in your work.
4. How to shift when you are feeling tired or bored in your massage work.
5. Grounding and clearing tools and strategies.
6. Review of body mechanics, with a massage exchange. I will help with any issues you might be having.
7. Self care, we will have a morning meditation as well as a Qigong class before lunch.

This is a great day to take care of yourself, gain some new tools to use in your work and to make a commitment to be the best therapist you can be while having lots of fun along the way. This is a day to replenish your practice and yourself!

### **Touch For Health - Level 1 (16 Hours)**

Touch for Health is extremely user friendly. It was developed by John Thie to be utilized not only by health professionals, but also by anyone interested in helping others feel and function better. Touch for health can be experienced fully clothed, sitting, standing or lying down. It is a respectful, self-empowering, cooperative venture requiring active participation of both the giver and receiver.

Touch for Health is a method of Kinesiology muscle testing merged with both eastern and western techniques to improve both muscular and energetic balance leading to improved both muscle and energetic balance leading to improved posture, accelerated recovery from illness and injuries, relief from many different kinds of pain, increased energy, and emotional balance.

Touch for Health can be used as a stand-alone method, or it can be used with other healing modalities...such as massage, chiropractic, acupuncture, cranio-sacral, psycho-emotional counseling, etc. Professionals using Touch for Health may be able to find and unlock their patient's "stuck" conditions often enabling their client's to become more self-maintaining.

### **Trigger Point (16 Hours each class)**

Do you want to be a “Rock Star” Deep Tissue Therapist? Well this is the class for you!

Do you want to learn how to break up the “viscous cycle” of sciatica, thoracic outlet syndrome, carpal tunnel, low back pain, headaches, TMJ?

This class will offer you a modality to address soft issues in the body from stress, injury, repetitive/overuse, and restore hyper-contracted short muscles into a healthy restorative state. You will learn how to detect what and where a Trigger Point is and disperse them using a combination of specific techniques. The foundation of this work is releasing the fascia, stimulating the proprioceptors in the origin, insertion and belly of the muscles with a specific intention. These deep tissue moves will always be addressed by “making nice” (lymph drainage) to the tissue addressed, passive stretches, traction, PIR, CTR and follow up care for your clients to take home after treatment.

### **Tuning In.... A Journey Beyond Form and Structure (8 Hours)**

In this class we will explore our creative potential along with our willingness, as practitioners, to bring our own authentic selves to each massage.

Our focus will be on remaining present through each unfolding movement. Using the form and structure already learned, as a foundation from which we can invite a more organic flow and a deeper level of connection into our practice.

This work will meet us where we are at the current moment and will continue to evolve and expand within us to whatever degree we are willing to allow.

### **Zen Touch Shiatsu (16 Hours)**

ZT shiatsu, a form of energy meridian acupuncture, is both an effective form of health assessment and therapy as well a nurturing form of body/energy work that mutually enhances the health of both the receiver and practitioner.... Yes, Zen-Touch™ Shiatsu is equally beneficial for both practitioner and client. The theoretical background is founded on balancing or integrating our health condition with the *forces of nature* described in Eastern Philosophy as Yin/Yang and the 5 Movements or Elements.

People most frequently report enhanced vitality, pain relief, and heightened health awareness accompanied by a sense of freedom and peacefulness.

ZT practitioners draw from a wide range of improvised techniques that make each session a uniquely personalized experience. When appropriate, a session can resemble a yoga-like dance that is choreographed by the practitioner to initiate increased range of movement for body mind spirit. At the opposite extreme a session may look very simple and passive when the practitioner finds it necessary to hold "points" for extended periods of time.

## Tuition/Fees for 500 - Hour Program

Registration Fee (Non-Refundable) .....	\$ 100.00
Tuition (estimated) .....	4,300.00
Textbooks & Materials * .....	135.00
Student Tuition Recovery Fund (non-refundable) .....	**2.50
Total Cost (approximate).....	<u>\$ 4,537.50</u>

Potential for additional fees if any of the following occur:

Tutor Fee: \$ 30/hour

Transfer of credits: One dollar for each transferrable hour of education

Please phone school regarding payment plans

Credit card (visa & master card) payments are accepted

\* Books fees may change due to increase in our cost

\*\*See page 14 & 15 in this catalog for more information on the Student Tuition Recovery Fund

If student pays for classes on an individual basis, then each class requires a **non-refundable deposit of \$100.00** for that course at time of their enrollment. Registration should be mailed to us as soon as possible. This will help guarantee your space in the class.

**Class space is limited. Canceling enrollment more than 7 days before class allows your non-refundable fee to be applied to a future class within 3 months (this policy applies to payment plan students as well).** Courses without sufficient enrollment will be cancelled (any refunds due will be issued via check within 45 days).

<i>Course</i>	<i>Hours</i>	<i>Days &amp; Hours</i>	<i>Date</i>	<i>Cost</i>	<i>Styles</i>
Business and Ethics w/ Debbi Corradini	20	Monday & Wednesday 5:30pm – 9:30 pm	1/8/2014 - 1/22/2014	\$300 + textbook	Core
Zen Touch Shiatsu w/ Seymour Koblin	16	Saturday & Sunday 9:00 am – 5:30 pm	1/18/2014 - 1/19/2014	\$ 275	Eastern
Pathology & Physiology w/ Sue Torrey	47	Monday & Wednesday 5:30 pm – 8:45 pm	1/27/2014 - 3/19/2014	\$ 575 + textbook	Core
Touch for Health –Level 1 w/ Marian Martinho	16	Saturday & Sunday 9:00 am – 5:30 pm	2/8/2014 - 2/9/2014	\$ 275 + book	Eastern
Hawaiian Lomi Lomi w/ Marilyn Draper	16	Saturday & Sunday 9:00 am – 5:00 pm	2/15/2014 - 2/16/2014	\$ 275	Western
Sports Massage w/ Leslie Cotham	20	Friday 5:30 pm – 9:30 pm Sat. & Sun. 9:00 am – 5:00 pm 2/23/2014	2/21/2014 -	\$ 300	Western
Injury Mgt for the Neck w/ Marian Martinho	4	Friday 1:00 pm - 5:00 p.m.	3/7//2014	\$ 70	Western/Elective
Intro to Ayurveda w/ Melanie Sachs	8	Sunday 9:00 am -5:00 pm	3/9/2014	\$ 150	Eastern
Chair Massage w/ Marian Martinho	8	Sunday 9:00am – 5:00 pm	3/16/2014	\$ 150	Western
Reiki Level 1 w/ Tyann Linden	8	Sunday 9:00 am – 5:00 pm	3/23/2014	\$ 150	Elective
Deep Tissue Massage w/ Marian Martinho	24	Monday & Wednesday 5:30 pm – 9:30 pm	3/24/2014 - 4/9/2014	\$ 300	Western

<i>Course</i>	<i>Hours</i>	<i>Days &amp; Hours</i>	<i>Date</i>	<i>Cost</i>	<i>Styles</i>
Myofascial Massage w/ David Goldeen	16	Saturday & Sunday 9:00 am – 5:00 pm	4/12/2014 - 4/13/2014	\$ 275	Western/Elective
Trigger Point Therapy (Back and Hip) w/ Barbara Kelly	16	Monday & Wednesday 5:30 pm – 9:30 pm	4/14/2014 - 4/23/2014	\$ 250 + Fee	Western
Anatomy & Kinesiology (Upper extremities) w/Marian Martinho	32	Monday & Wednesday 5:30 pm - 9:30 pm	4/28/2014 - 5/21/2014	\$400 (+ textbook)	Core
Stretch and Release Therapy w/ Marian Martinho	16	Saturday & Sunday 9:00 am – 5:00 pm	5/17/2014 - 5/18/2014	\$ 275	Western
Intro. Aromatherapy & Herbs w/ Tyann Linden	8	Saturday 9:00 am – 5:00 pm	5/24/2014	\$ 150	Elective
Trigger Point Therapy (Neck and TMJ) w/ Barbara Kelly	16	Monday & Wednesday 5:30 pm – 9:30 pm	5/28/2014 - 6/9/2014	\$ 250 + Fee	Western
Pregnancy & Infant Massage w/ Joanne Mapalo	20	Friday 1:00 pm - 5:00 pm Saturday & Sunday 9:00 am – 5:00 pm	5/30/2014 - 6/1/2014	\$ 300	Western
Shiatsu w/ Joanne Mapalo	24	Monday & Wednesday 5:30 pm – 9:30 pm	6/11/2014 - 6/30/2014	\$ 300	Eastern
Hawaiian Lomi Lomi w/ Marilyn Draper	16	Saturday & Sunday 9:00 am - 5:00 pm	6/21/2014 - 6/22/2014	\$ 275	Western
Business and Ethics w/ Debbi Corradini	20	Monday & Wednesday 5:30pm – 9:30 pm	7/2/2014 - 7/16/2014	\$ 300 (+ textbook)	Core
Thai Massage w/ Cynthia Russek	16	2 – Sunday's 9:00 am – 5:00 pm	7/13/2014 & 7/20/2014	\$ 275	Eastern
Advanced Lomi Lomi w/ Marilyn Draper	16	2 – Friday's 9:00 am - 5:00 pm	7/18/2014 & 7/25/2014	\$ 275	Western/Elective
Reflexology w/ Joanne Mapalo	24	Monday & Wednesday 5:30 pm – 9:30 pm	7/21/2014 - 8/6/2014	\$ 300	Western
Reiki Level 1 w/ Tyann Linden	8	Sunday 9:00am – 5:00 pm	7/27/2014	\$ 150	Elective
Anatomy and Kinesiology (Lower Extremities) w/ TBA	28	Monday & Wednesday 5:30pm – 9:30 pm	9/8/2014 - 9/29/2014	\$ 350 (+ textbook)	Core
Intro. to Cranio-Sacral w/ Karen Thomas	16	Saturday & Sunday 9:00 am – 5:30 pm	9/20/2014 - 9/21/2014	\$ 275	Elective
Touch for Health –Level 1 w/ Marian Martinho	16	Saturday & Sunday 9:00 am – 5:30 pm	9/27/2014 - 9/28/2014	\$ 275 + book	Eastern
Trigger Point Therapy (Shoulder & Torso) w/ Barbara Kelly	16	Monday & Wednesday 5:30 pm – 9:30 pm	10/6/2014 - 10/15/2014	\$ 250 + Fee	Western
Injury Mgt for the Back/Hip w/ Marian Martinho	4	Friday 1:00 pm - 5:00 p.m.	10/10/2014	\$ 70	Western/Elective
Jin Shin Acupressure w/ Marian Martinho	24	Monday & Wednesday 5:30 pm – 9:30 pm	10/20/2014 - 11/5/2014	\$ 300	Eastern
Touch for Health –Level 2 w/ Marian Martinho	16	Saturday & Sunday 9:00 am – 5:30 pm	10/25/2014 - 10/26/2014	\$ 275	Eastern/Elective
Reiki Level 2 w/ Tyann Linden	8	Sunday 9:00 am – 5:00 pm	11/9/2014	\$ 150	Elective
Chair Massage w/ Marian Martinho	8	Sunday 9:00 am – 5:00 pm	11/16/2014	\$ 150	Western
Tools for Longevity w/ Tyann Linden	8	Sunday 9:00 am – 5:00 pm	11/23/2014	\$ 150	Elective

## **Enrollment Information**

**The following policies apply to all courses offered in this catalog:**

### **Prerequisites for Enrollment:**

To be eligible for admittance an applicant must be 18 years of age or older with a High School diploma, or GED, or be able to successfully pass an approved U.S. Department of Education examination pursuant to Section 484 (d) of the federal Higher Education Act of 1965 for applicants without the above (Ability-to-Benefit) in order to participate in this course. The Ability-to-Benefit exam accepted at “CHI” is the ESL Placement test for students whose native language is not English and who are not fluent in English. A student must receive a minimum score of 64 for Grammar/Usage, 70 in Reading and 70 in Listening on this exam. The applicant must be in good health and have no criminal convictions. **Applicants will be encouraged to receive a full body massage from a professional therapist of their choice prior to admittance. The applicant is required to file a completed application, tour the school, and an interview.**

Applicants may be enrolled up to the starting date of the course. Inclusion in the class is dependent on space availability and acceptance by the director. Interviews are scheduled on the first come first served basis. Each person is accepted only if, in the school’s opinion, the individual has the possibility of success in the chosen class. Due to the intensive format of the class, and other requirements unique to massage instruction, acceptance is not guaranteed. All applicants are reviewed by the school staff. Selection criteria are oriented toward ensuring class unity. At the time of interview, the applicant will submit a non-refundable \$200.00 registration fee along with a completed enrollment form in order to be considered for inclusion in the course, if the application is not admitted, the registration fee will be returned in full.

500 hour students may enter the 500 hour program at any time of the year, after completing CHI’s 200 - Hour Massage Practitioner Program. Or, graduates of another 200 - hour state approved school are eligible to apply to this program.

### **Insurance:**

The school suggests each student to have student liability insurance, but liability insurance is not required. This liability insurance covers the student 24 hours/day, whether in school or outside school as long as the student is doing work related to curriculum and not being paid for services rendered.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.**

The transferability of credits you earn at California Holistic Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the 200 hr or 500 hr program is also at the complete discretion of the institute to which you may seek to transfer. If the 200 hour and/or 500 hour certificate that you earn at this institution are not accepted at the institution to which you seek to transfer you may be required to repeat some or all of your coursework at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Holistic Institute to determine if your certificate will transfer.

## **Student Services**

California Holistic Institute has a small lending library where students have the opportunity to reference various books and materials related to their educational needs. The students are able to check out library resources from staff while on school premises during allotted break times and during their internship (clinic) hours at the school.

### **Table Rental:**

Students may rent a massage table and head cradle at a fee of \$25 per 48 hour period.

## **Student Housing**

California Holistic Institute is a non-residential institution. There are no dormitory facilities available on the premises. Students have the responsibility to find their own housing. California Holistic Institute does not aid in this process.

The school is located near a college campus so there is potential for room or house rentals in the area. The approximate cost for of housing can range from \$ 450 and \$ 1,500 per month, and upwards. Prospective students may contact San Luis Obispo Chamber of Commerce for information on local publications that carry housing and rental information.

## **Previous Training**

California Holistic Institute does not recognize or grant credit for courses of massage involving correspondence (through-the-mail) instruction. For the Massage Practitioner Programs (i.e., 200 - hour), a student is not able to transfer any hours of former education into that program.

The California Holistic Institute will transfer appropriate credits from other approved massage schools and educational instructions as allowable for the 500 hour Massage Therapist program. Credit will be allowed only with presentation of documentation of previous training. This information will be in the student's permanent record and the length of the massage course will be shortened proportionately.

Please note the fee will be one dollar per transferable hours of education (i.e. 50 hours to transfer will be \$ 50.00 fee). Any hours of education requested to be transferable is upon approval from the director of the school only. The maximum allowable to transfer is 350 hours towards the Therapist program.

The California Holistic Institute has not entered into an articulation or transfer agreement with any other college or university.

### **Experiential Learning:**

California Holistic Institute does not award credit for prior experiential learning.

## **Attendance Requirements**

Attendance is required and recorded. Students are expected to attend classes as scheduled just as they would be expected to be present for work. In the massage Practitioner program, no student may miss more than 24 hours. Greater than 12 classroom hours absent must be made-up by individual tutoring at an additional cost. The student must arrange make-up class work with an individual instructor for a fee of \$30.00 per hour. Practicum hours missed may not exceed 12

hours and will be made up with additional documented out of class supervised practical experience. For the Therapist course, students will have to make up any hour they are absent.

Absence- Absence will be considered as excused if the student contacts the school or instructor under the following circumstances: illness, death or birth in the immediate family and other cases where the school approves the absence. However, it is the student's responsibility to arrange with the instructor regarding make-up of any time missed.

Tardiness- Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on three occasions in class will be considered as one unexcused absence.

Interruption for Unsatisfactory Attendance- Students with three unexcused absences in any class will receive written notification of academic probation for a period of one month. Any unexcused absences during such probationary period will be cause for interruption/ dismissal of the student from the training program.

Leave of Absence- Written requests for a leave of absence will be considered in case of family or health emergencies. A student that is granted a leave of absence from the school director will have six months from the day the leave begins to return to the program from which they took leave. Any student not returning to the program within six months will be considered a withdrawal at which point California Holistic Institute will review the students file and refund any moneys owed.

### **Tutoring:**

Tutors will be made available at \$30.00 per hour for individual or a group of students if academic progress is not satisfactory. In addition any students that miss classroom time that require make-up work will pay the tutor fee of \$ 30/hour (also, a minimum fee of \$ 20 for any make-up exams).

### **Record Retention:**

California Holistic Institute maintains all student records for a period of no less than 5 years on the premises. These records include but are not limited to student application, enrollment agreement, student schedule, academic records including a copy of High School diploma or equivalency or other documentation establishing a student's ability to do college level work. Also included are the payments and financial documents along with any other documentation the student signed.

It is the school's policy to scan each new student's information and store it on two flash drives, one that is stored on the school premise in a fire retardant safe, the other is stored at a separate location.

Student transcripts are kept for an indefinite amount of time and are also scanned and kept on two separate flash drives, one on the school premise and one that is stored on the school premise in a fire retardant safe, the other is stored at a separate location.

## **Standards for student achievement**

### **Progress/Grading System:**

The schools grading system is as follows: PASS 70% or greater, Fail 69% or below. For the 200 hour Practitioner program, students will be quizzed at least four times. Practical application grading is based on demonstration of skill during class hours with ongoing instructor evaluations. At mid-term there will be a ½ hour evaluation applying learned massage techniques to the back of the body. At the end of the course a full body 1 hour and 15 minute practical exam will be administered. Students must achieve 70% or greater in both theoretical and practical scores in order to pass the courses. Students who successfully complete the above standards will be awarded a certificate in the 200 hour program.

For the 500 hour Therapist program, students have quizzes and examinations for all of the “core” classes, and will have to demonstrate satisfaction in performance of skill for the hands-on classes. Students who successfully complete the above standards will be awarded a certificate in the 500 hour program.

### **Conditions for Unsatisfactory Progress:**

When the grade average of a student is unsatisfactory for a calendar month, the student will be given the option for tutor services to improve. If, during the next few weeks, the student’s grade average is still unsatisfactory, the student may be placed on probation.

The document to be issued upon satisfactory completion of the course is a certificate. This certificate will not be issued until tuition is paid in full, all library books and material are returned and attendance requirements have been fulfilled.

### **Student Conduct Policy:**

At the discretion of the school administration, a student may be dismissed from school for an intoxicated or drugged state, possession of drugs or alcohol upon school premises, behavior creating a safety hazard to other persons at the school, disruptive behavior that interferes with the learning process of other students, any behavior that does not conform to rules and regulations of the school, excessive absences and tardiness.

### **Conditions for Re-enrollment:**

Re-enrollment or re-entrance will be approved only after evidence is shown to the director’s satisfaction that the conditions, which caused the dismissal, have been rectified.

## **Student Complaint Procedure**

If a student should have a complaint that cannot be resolved, the student should contact Marian Martinho. Marian is the Director of the school and is available by appointment. The Director will investigate, interview and review documents that may relate to the complaint. The student may file the complaint in writing or in person to any personnel or staff. If it is not responded to within a reasonable time the student must be advised to put it in writing. The facilities administrator will then notify the student in writing of the complaint disposition.

The complaint will be recorded, a summary of the complaint and its disposition, then logged in the complaint file. Marian will determine if the complaint will be rejected. If the complaint is valid, any students that have been affected by the same or similar incidences will be provided a

remedy. Policies and procedures would then be implemented to avoid similar circumstances in the future.

### **Non-Discrimination Policy**

California Holistic Institute does not discriminate on the basis of sex, ethnic origin, race, religion or sexual orientation in its educational programs which it operates, and is prohibited from such discrimination by law. This practice of non-discrimination also extends to employment by the school and the administration of students in programs and activities operated by the school. Federal sexual harassment guidelines have been adopted as part of the school policies.

### **Placement Assistance**

California Holistic Institute does not provide any formal placement service. Placement assistance may be provided through our informal network with employers and a job placement board located in the classroom. We gladly recommend students who have demonstrated their proficiency.

### **Requirements for “Licensure”**

California licensing regulations for our profession varies by city or county jurisdictions. There are two “Voluntary” State certifications (CAMTC.org) that a student can obtain. A minimum of 250 hours of education for a Certified Massage Practitioner (CMP), and 500 hours for a Certified Massage Therapist (CMT). Some California cities are now requiring CAMTC certification for their licensing procedure. CAMTC certification requires at least a combined total of 100 hours in anatomy, physiology, contraindications, health and hygiene, business and ethics. CHI’s 200 hour program meets at least 80 of CAMTC’s 100 hour requirement in the above subject areas.

Students will need to complete an additional 50 hours of instruction (20 of which need to be in the above subject areas) during or after California Holistic Institute’s 200 hour Massage Practitioner training if they opt to get the state 250 hour certification. In some cities, one can still obtain a business license without state certification, so it depends where you plan to work. A graduate should begin their search at the city hall for the town they would like to work in order to determine that city’s requirement since they vary.

In order to become state certified you will need to go to CAMTC.org and complete their application. Other requirements include but are not limited to, providing passport size photo, complete a live scan, requesting transcripts from the institute to CAMTC, and paying an application fee.

### **Student’s Right to Cancel**

A student has the right to cancel the enrollment agreement at any time and obtain a refund if he/she completed 60% or less of the total course hours.

To cancel the agreement the student must complete the Notice of Cancellation/ Withdrawal form which will be provided at the time the agreement is signed. The student has to complete the form with the date and his/her signature and hand it to the school’s official or mail it. **The effective date for the refund calculation will be the date the Cancellation form was handed or postmarked (if mailed).**

Any refund will be made no later than 45 days of that date. Any equipment pertaining to the school must be refund within 10 days of the cancellation date or the school will subtract the amount from the refund. Any textbook purchased by the student can be returned and refunded only if in perfect condition. STRF and Registration fee are non-refundable. The Cancellation/Withdrawal form must be handed, delivered or mailed to:

**California Holistic Institute  
11555 Los Osos Valley Rd., Ste. 207  
San Luis Obispo, CA 93405**

**REMEMBER YOU MUST CANCEL YOUR ENROLLMENT IN WRITING.** You do not have the right to cancel it by phone or by not coming to classes.

**IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL THE BUREAU FOR PRIVATE POST-SECONDARY EDUCATION:**

**2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or  
P.O. Box 980818, West Sacramento, CA 95798-0818  
www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.**

### **Refund Policies**

The student has the right for a full 100 percent refund of all charges less the amount of \$200.00 for the registration fee if he/she cancels the enrollment agreement in writing prior to or on the first day of instruction, or the seventh day after enrollment, whichever is later.

In addition, a student may withdraw from the course after instruction has started and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. Malpractice insurance, student tuition recovery fund fee and registration fee are non-refundable. Textbooks can be returned and refunded only if are in perfect condition. Students who completed more than 60% of the course are not entitled to a refund of tuition paid to the date of withdrawal.

### **Pro Rata Refund Policy Example:**

If the student completed 60% or less of the course before withdrawing, the refund shall be a pro rata refund. For example, the tuition fee of \$1,100.00 minus \$100.00 (registration fee) = \$1,000.00. Divide this figure by the 200 class hours. The quotient of \$ 5.50 is the hourly charge for this program. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee.

Example:

If 100 hours are completed then  **$100 \times \$5.00 = \$ 500.00 + \$100.00$  (registration fee) = \$ 600.00.**

This is the amount the student owes the school. Refunds will be made no later than 45 days after the cancellation date.

## **Withdrawal Procedure**

**A student must terminate his/her enrollment in writing.** The actual day of cancellation is the date the school received the cancellation form in person or the date postmarked (if mailed). The refund calculation is done from the date of the form **WHETHER OR NOT THE STUDENT WAS IN ATTENDANCE**. Any refunds due will be sent no later than 45 days from cancellation notice.

## **Additional Charges**

Any Student who does not complete a course within the allotted contract enrollment period will be charged at the same hourly rate for any additional time required for completion. Exceptions will be made for approved Leave of Absence or changes in status are approved upon written request of the school for extended illness of the student; birth or death in the student's family, or other reasons deemed legitimate by the school and which can be substantiated in writing. Normal enrollment periods provide arguable allowance for limited excused absences.

## **Materials**

All textbooks and training materials for the course selected will be supplied by California Holistic Institute at the stated charges. Lost, damaged, or stolen items will be replaced at the expense of the student. Once purchased, books and other materials become the property of the student. The school accepts book returns only if the student withdraws and the books are in perfect condition.

## **Returned Check Fee**

Students making tuition payments with checks of insufficient funds will be charged \$25.00 and required to pay balance when due in cash or with certified checks.

## **English as a Second Language**

California Holistic Institute offers classes in English only, and does not provide any English language services. In regards to the Proficiency Level Descriptors for California English Language Development Standards, students are required to communicate at an Emerging Level. Documentation of this proficiency that will be accepted is as follows: the student's ability to read and write will be based on the completion of the Enrollment Agreement and the Application; and the ability to speak by interacting in a personal interview with the Director.

## **Student Visas:**

We welcome students from other countries but we are unable to provide student visas. We will vouch for student attendance by providing copies of attendance, transcripts and tuition statements to required agencies for a charge of \$ 15.

## **Student Tuition Recovery Fund Disclosures**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**Bureau for Private Postsecondary Education**

**P.O. Box 980818**

**West Sacramento, CA 95798-0818**

**Toll - Free phone 888-370-7589**

**Student Loans**

California Holistic Institute does not participate in federal and/or state financial aid programs.

If a student obtains an outside loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

## **Instructors**

**Deb Corradini** is a holistically minded woman who has been involved in the healing arts for many years. She is a firm believer in the mind-body connection and in the healing powers of one's own mind and body to heal both the individual and the planet upon which we live. Deb graduated from California Holistic Institute in 2005 and immediately began working out of a day spa in Paso Robles. Later she created her own massage studio on her property and built a therapy pool where aquatic therapies can be learned and received. Prior to turning to body work as a full time profession Deb spent the earlier part of her life creating and managing different businesses including 12 years as the general manager of a well known and very successful company. Currently, she works as a massage and aquatic therapist, teaches classes at CHI and spends time pursuing her passion for creating an organic and sustainable food source.

**Marilyn Draper** studied massage from 1993-1997 while living on the island of Kauai. She became licensed by the state of Hawaii in 1994. Her specialty is Hawaiian Lomi Lomi.

Marilyn taught Lomi Lomi in Saratoga, California and in the bay area while developing her own private practice. In 1999 she began teaching at California Institute of Massage and Spa Services in Sonoma where she continues to teach twice a year. She is licensed by the state of California (with the Bureau of Vocational Education) to teach Lomi Lomi.

**Barbara Kelly** is a Licensed Massage Therapist in Hawaii. She graduated from the Hawaiian Islands School of Body Therapies 1,000 hour program in 1994. Her training and massage therapy repertoire include Myofascial Release, N.M.T. (neuromuscular therapy) or Trigger Point Therapy. She has built a successful private practice of her own specializing in pain and injury care in Atascadero, California since 1996. Barbara has been an instructor of massage at various schools since 1998. She was also an instructor to Japanese students at Dreamland Massage Training on the Big Island of Hawaii for 2 years. Currently she offers Trigger Point Therapy classes in the 500 hour program at the California Holistic Institute. Barbara's hope for the future is to continue giving the gift of massage instruction, and the touch of massage to people always.

**Tyann Linden** is a state certified instructor. Her experience in the healing arts began at age 14 and has never ended. She believes that it is a journey for life. She is a CMT with 12 years experience. She specializes in Swedish, Esalen, Deep Tissue, Myofacial, Cranial Sacral, Pregnancy Massage and Energy work. Tyann is a Reiki Master (teacher) with 16 years experience and is a facilitator at the Hearst Cancer Resource Center in SLO. She has studied herbology for over 25 years and is certified through Michael Tierra's East West course in Herbology. Her passion for teaching and sharing her knowledge comes from the joy in awakening the healer in her students.

**Joanne Mapalo** has been an instructor of massage therapy teaching in both our 200 – hour and 500 - hour programs here at CHI. She has practiced massage therapy for over twelve years. She instructed for three years and was an Associate Director for a massage school in Southern California before moving back to the Central Coast. Some of her specialties in massage include: Sports Massage, Pregnancy & Infant massage, Shiatsu, Deep Tissue and Reflexology. Joanne is excited about the opportunity to teach and share her knowledge

**Marian Martinho** has been an instructor of massage therapy for over eighteen years now and has been in the healing arts profession for 21 years. She taught massage therapy for over eight years at California State University, Fresno. Also, she has taught various massage therapy courses for 13 years at BPPE state approved schools. She currently teaches various courses in the 500 hour program, such as: Deep Tissue, "SRT," Jin Shin Acupressure, Chair Massage, and Touch for Health.

Ms. Martinho has worked as a sole proprietor in the massage profession, and has worked closely with physical therapists, and chiropractors. She owned the California Massage & Wellness Center in Fresno prior to moving to the Central Coast. The center had six massage therapists all who practice various forms of massage and body work. She is very energetic and is passionate about sharing her knowledge and experience to others.

**Melanie Sachs** The pioneer of integrating of Tibetan and Indian Ayurvedic wellness techniques into the spa and beauty industry, Melanie Sachs has worked steadily over the last twenty years to bring the deep benefits of this sacred healing art to her students and clients world-wide. Ayurveda is now listed as one of the ten spa trends. It is fully accepted and respected as a precious gem that is capable of transforming the spa experience into a journey toward beauty through balance. Through her writing and teachings Melanie explains that it is by eating a healthy diet, participating in suitable exercise and regular spiritual practices together with a natural skin care regiment that we all can reach our goal and discover our own personal happiness and lasting radiance; a quality in Ayurveda beyond inner and outer beauty known as our secret beauty.

Melanie teaches world-wide training individuals and spa teams in standard and signature Ayurvedic treatments using their organic essential oil blends, powdered herbs, and specialized Ayurvedic spa equipment they personally designed. She is the main trainer in Ayurveda for the Buddha Bar Spa chain, the first group to fully embrace the full flavor and all the traditional Tibetan protocols in the Diamond Way Ayurveda system. The name "Diamond Way" comes directly from the Tibetan tradition and means that our path to the highest joy is through helping others. It is this core belief is the fuels the energy behind her work.

**Karen Thomas** has been a Certified Massage Practitioner since 1988, and began practicing Craniosacral Therapy in 1992. Her education has been thorough. She has been taught through the Milne Institute of Big Sur, California.

It is Karen's goal to provide a safe and supportive environment in which deep relaxation and healing can be achieved. Here's what she has to say about Craniosacral work:

"We all have a passion. It is that element in our lives that gives us drive, that essentially makes us happy. It is the infinite passion that enables our hearts to remain open and our energy abundant.

Craniosacral work has become my passion. The results that come from this work surpass what I have experienced with any other form of bodywork. Here we work with the causes, not the symptoms.

Craniosacral work is called, 'Mastery of The Healing Arts' for a great reason."

**Sue Torrey** has been an instructor of massage therapy since 2007 with over 600 hours of training in bodywork and massage therapy. She is a proud graduate of the very first massage class at California Holistic Institute (2004).

Sue has long had an interest in and enthusiasm for mind/body as an integral whole, and has experienced healing in her own life and in the lives of others. Although she is a registered nurse with over twenty years of experience in acute care nursing on the Central Coast, she is a believer in the use of alternative therapies and the exploration of the spiritual and energetic dimensions of our own life experience, and of our connections with each other and the world around us. She sees health as a question of balance in which all that we touch with our bodies, our minds and our spirit plays a part. She shares with her students her belief that we are always doing energy work when we are working with others.

She currently teaches Anatomy, Physiology, Pathology and Kinesiology in the 500 hour program. She loves teaching and sharing her knowledge, her enthusiasm for our amazing bodies, and her love of the many ways of connecting energetically with others.

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1. A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

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A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)-370-7589 toll- free or by completing a complaint form, which can be obtained on the bureau’s Internet web site ( [www.bppe.ca.gov](http://www.bppe.ca.gov) )